



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5354.5
(EOPS)A:

03 MAY 1993

NTC GREAT LAKES COMPLEX INSTRUCTION 5354.5

From: Commander, Naval Training Center, Great Lakes

Subj: NTC COMPLEX HUMAN RELATIONS COUNCIL (CHRC)

Ref: (a) CNTECHTRAININST 5354.3B
(b) OPNAVINST 5354.1C
(c) NTCGLAKESINST 5354.1C
(d) NTCGLAKESINST 12720.2

1. Purpose. To establish guidelines and procedures for Naval Training Center (NTC) Complex Human Relations Council (CHRC).

2. Discussion. The maintenance of a positive equal opportunity environment within a command is an essential element in the continuation of a high state of morale and mission effectiveness. The Complex Human Relations Council is helpful in handling military and civilian concerns and should serve to improve the quality of life. The CHRC will support the chain of command by assessing problem areas relating to human relation and equal opportunity and providing recommendations for their solution.

3. Action

a. The Chief of Staff will:

- (1) Serve as chairperson of the quarterly CHRC meetings.
- (2) Approve for publication the minutes of each CHRC meeting.
- (3) Keep the Commander, NTC apprised of all equal opportunity issues and concerns surfaced during the Complex HRC meetings and the proposed action to address and resolve these issues.

b. Commanding Officers and Officers-in-Charge of NTC Complex commands shall appoint a representative to the NTC CHRC.

c. The Complex Human Relations Council (CHRC) shall be comprised of a representative from each complex activity command and consist of the following NTC Simplex standing members:

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- (1) Chief of Staff as chairperson.
- (2) Command Managed Equal Opportunity Officer.
- (3) Deputy Equal Employment Opportunity Officer.
- (4) Designated Recorder.

(a) Meet at least quarterly or as scheduled by the Chief of Staff.

(b) Discuss, investigate as needed, and make recommendations for resolutions of all issues raised by representatives.

d. NTC Command Manage Equal Opportunity Officer shall:

(1) Publish information on the date, time and location of CHRC meetings.

(2) Annually publish the purpose of the CHRC with the names and locations of Command Representatives.

(3) Ensure the timely completion and promulgation of the minutes to members.


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Lists I, II (Case B)